



**FAIRLEIGH  
DICKINSON  
UNIVERSITY**

Vancouver Campus

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<b>Responsible Office</b>	Office of the Chief Operating Officer	<b>Effective Date</b>	January 12, 2026
<b>Responsible Official</b>	Executive Director of Operations	<b>Last Revision</b>	January 12, 2026

**Weather & Emergency Campus Closures Protocol**  
**Fairleigh Dickinson University's Vancouver Campus**

**1. Purpose**

The purpose of this protocol is to ensure the safety of students, faculty and staff during severe weather conditions or emergency situations that may impact normal campus operations.

**2. Scope**

This protocol applies to all locations, facilities, academic programs, events, and campus services operated by the institution. This protocol forms part of the larger crisis management protocol.

**3. Conditions for Closure or Modified Operations**

The institution may close, delay opening, or modify operations due to, but not limited to, the following circumstances:

- Severe weather (e.g., snowstorms, ice storms, extreme cold or heat, flooding, high winds)
- Power outages or utility failures
- Transportation disruptions
- Public safety threats
- Government-issued advisories or emergency declarations
- Other unforeseen emergencies that pose a safety risk

**4. Decision Authority**

The decision to close or modify campus operations will be made by the Executive Director of Operations (EDO) and Senior Manager of Campus Operations (SCO) after assessing:

- Weather forecasts and real-time conditions
- Safety of travel to and from campus
- Guidance from local authorities and emergency services
- Operational feasibility of maintaining campus services

## **5. Communication of Closures**

In the event of closure or operational change, the institution will communicate updates through one or more of the following channels:

- Official email notifications
- Campus website announcements
- Emergency notification systems (text/phone alerts, where applicable)
- Social media platforms

Announcements will be made as early as reasonably possible; however, conditions may require short-notice decisions (by 06:00 a.m. preference). For liability purposes, an early weather notification email will be sent 12–24 hours in advance.

Communication channels may be updated or adjusted as required, depending on the nature and scope of the crisis.

## **6. Academic Operations**

- Classes may be canceled, delayed, or moved to alternative delivery methods where feasible.
- Faculty will communicate directly with students regarding instructional adjustments.
- Academic deadlines and assessments may be adjusted at the discretion of the institution or academic departments.

## **7. Campus Services & Facilities**

- Non-essential services may be suspended during closures.
- Essential services (e.g., security, facilities, emergency response) may continue operating as required.
- Access to campus buildings may be restricted during closure periods.

## **8. Employees & Staff Expectations**

- Employees should not report to campus during a full closure unless designated as essential personnel.
- Essential staff will receive direct instructions regarding reporting requirements.
- Pay, scheduling, and remote work arrangements during closures will be governed by institutional HR policies.

## 9. Events & Activities

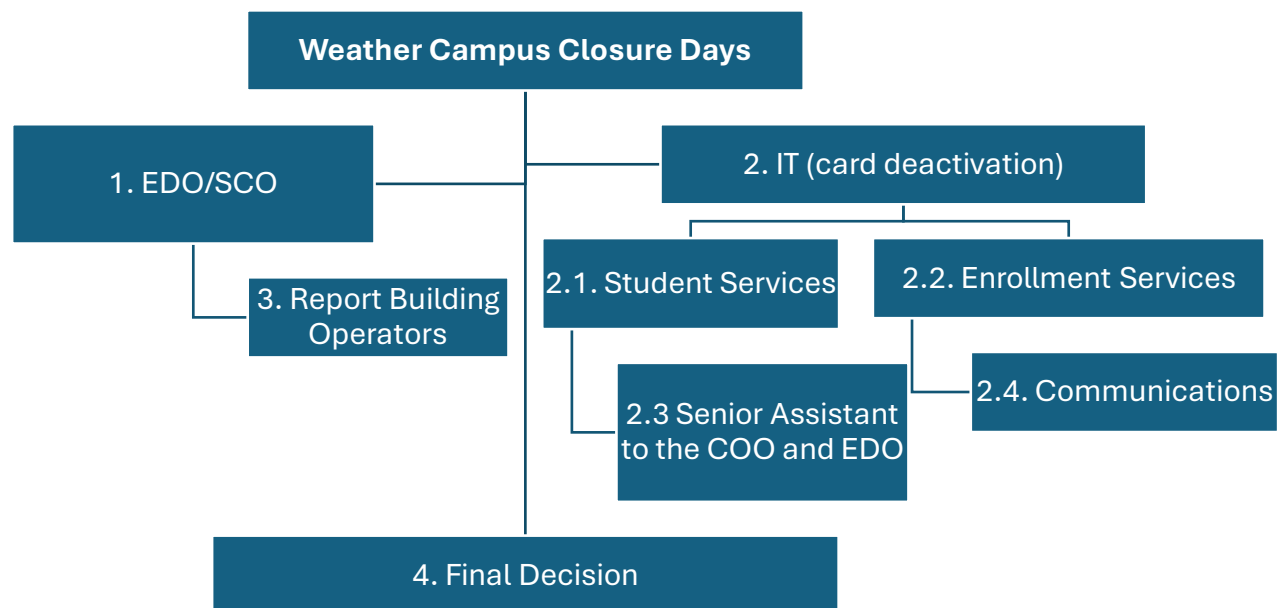
- On-campus events, meetings, and activities may be postponed or canceled.
- Event organizers are responsible for communicating changes to participants.

## 10. Disclaimer

Campus closures and operational decisions are made in the interest of safety and may change as conditions evolve. The institution reserves the right to modify this protocol or make case-by-case determinations as circumstances require.

### **Immediate Response Weather Campus Closure Days:**

In case of a Weather Campus Closure Day at FDUV, the Senior Manager of Campus Operations and the Executive Director of Operations are required to meet by 5:30 a.m. to assess the situation and weather forecast. The Executive Director Operations should email staff and faculty by 06:30 a.m. with a closure notice. The Senior Manager of Campus Operations should contact the IT (disabling card access), Reception, Marketing, Security, Building Operators immediately.



**Action Plan Weather Campus Closure Days:**

1. The Executive Director Operations and the Senior Manager Campus Operations will verify the situation by 5:30 a.m. and send out a notice by 6:30 a.m.
2. Necessary roles will be contacted for sending out notices:
  - a. Executive Director Operations / Senior Manager of Campus Operations: Staff/  
Faculty email
  - b. Director of Students Services / Senior Manager of Campus Operations: campus  
alert and email to students
  - c. IT: Disabling card access
  - d. Senior Assistant to the Campus Executive and Executive Director Operations:  
website update
  - e. Marketing: Social Media

**Follow-Up Inventions Weather Closure Days: within 24 hrs**

The Executive Director Operations and Senior Manager of Campus Operations will hold a follow-up meeting on the procedure of the weather campus closure day via Zoom / Teams on the same day.